

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  Department of Transit Systems Operations Division of Claims 125 Pine St., NE		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed DEC 9 1977    77-503    DEC 20 1977	
		1. Application	2. Dept. Application No.
4. Person to Contact Sharon Owens, Claims Dept	5. Working Title Claims Clerk	6. Telephone Number 586-5403	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1972    Present	9. Records Series Title (followed by title used in office; if different) Accident Litigation Files		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  SEE ATTACHED			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documents relating to litigation as to the liability of MARTA against law suits filed against the authority arising from accidents involving transit vehicles  Included are: depositions, photos, accident reports, eye-witness reports, memos, and any additional material relating to the law suit  File is arranged: numerically by law suit number  Suit File # 1075 is attached as a sample.			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>25</u> ; twenty-five months and older <u>15</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon closure of file  
place in inactive file, hold in CFA 1 year;

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>William R. Barne</i>	<i>12-2-77</i>		<i>Wayne P. Currier</i>	<i>12/5/77</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>William R. Barne</i>	<i>12-2-77</i>		<i>[Signature]</i>	<i>12/5/77</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>John J. Walsh</i>			<i>Carol Hart</i>	<i>12-20-77</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hare</i>	<i>12/2/77</i>			